

RETIREMENT BENEFIT TECHNICIAN

Phoenix

Grade 17

Starting Salary: \$29,008

The Member Services Division of the Arizona State Retirement System is seeking highly motivated individuals with strong computer, customer service, and administrative skills.

DUTIES INCLUDE:

- Assisting retirement system members at reception desk
- Entering member information into database
- Generating statistical reports using spreadsheet and database applications
- Providing administrative support to divisions within the ASRS
- Scheduling and organizing educational meetings
- Planning, organizing, and assembling meeting materials
- Handling incoming and outgoing mail

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong oral and written communication skills
- Strong analytical, organizational, and multi-tasking skills
- Strong computer skills, including Word and Excel
- Strong attention to detail
- Ability to identify and resolve discrepancies
- Ability to work independently and in a team environment
- Ability to meet deadlines with accuracy and consistency
- Ability to handle high-volume, fast paced environment

Open until filled. This position is not covered by the Arizona State Service Merit System Rules. AA/EOE.